

CRANSTON SCHOOL COMMITTEE MEETING

MONDAY, FEBRUARY 11, 2008

WESTERN HILLS MIDDLE SCHOOL

400 PHENIX AVENUE

EXECUTIVE SESSION: 6:00 P.M.

PUBLIC SESSION: 7:00 P.M.

AGENDA

I. Call to Order – 6:00 p.m. Convene to Executive Session pursuant to RI State Laws PL 42-46-5(a)(1) Personnel, PL 42-46-5(a)(2) Collective Bargaining and Litigation (possible litigation – Caruolo Action), and PL 42-46-5(8)(b) Privacy of a Student and Their Record

II. Executive Session

III. Call to Order – Public Session

IV. Roll Call / Quorum

V. Executive Session Minutes Sealed – February 11, 2008

VI. Minutes of Previous Meetings Approved – January 3, 2008; January 17, 2008; January 22, 2008; and January 30, 2008

VII. Public Acknowledgements / Communications

VIII. Chairperson Communications

IX. Superintendent Communications

X. School Committee Member Communications

XI. Public Hearing

a. Students (Agenda/Non-agenda Items)

b. Members of the Public (Agenda Matters Only)

XII. Consent Calendar / Consent Agenda

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ADMINISTRATION

PERSONNEL

NO. 08-2-1 – RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed for the remainder of the 2007-2008 school year:

Billiegene Lavalley, salary to be at the second step plus MAT of the prevailing salary schedule

Education – Salem State University, BS; Southern New Hampshire

University, MS

Experience – Pawtucket School Department

Certification – Secondary Business

Assignment – Cranston High School West, Business, 1.0 FTE

Effective Date of Employment – February 5, 2008

Authorization – Replacement

Fiscal Note: 12611012 512100

NO. 08-2-2 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Robert Rakovic General Subject Matter, K-12

Liliana Chece Special Education, Elementary/Middle School

Crystal Moynihan Special Education, Middle/Secondary

Leann Nelson Elementary

NO. 08-2-3 - RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a leave of absence without compensation as provided in Article XIX, Section B of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:

Mary-Ellen Russell, Teacher

Elementary

Effective Dates: September 2008 to September 2009

NO. 08-2-4 - RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:

Carol Bicknell, Teacher

Bain Middle School

Effective Date: June 30, 2008

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NO. 08-2-5 – RESOLVED, that at the recommendation of the Superintendent, the resignation of the following certified personnel be accepted:

Craig Schmidt, Teacher

Park View Middle School

Effective Date: June 30, 2008

NO. 08-2-6 - RESOLVED, that at the recommendation of the Superintendent, the following individuals be reappointed as athletic coaches:

Cranston High School East

Robert Bouchard Head Boys' Outdoor Track

Michael Rachiele Head Girls' Fastpitch Softball

Robert LaBanca Head Girls' Outdoor Track

Scott Maynard Assistant Girls' Lacrosse

Cranston High School West

Rob Malo Head Baseball

Corey Capirchio Assistant Baseball

Jeff Smith Head Girls' Fastpitch

Dave Kenneally Assistant Girls' Fastpitch

James Lucas Assistant Boys' Tennis

Dave Barr Head Boys' Outdoor Track

Shelia Lagasse Head Girls' Outdoor Track

Park View Middle School

Victor Caldarone Head Baseball

Western Hills Middle School

Dina Cesana Head Coed Outdoor Track

Joseph Splendorio Head Baseball

NO. 08-2-7 - RESOLVED, that at the recommendation of the Superintendent, the resignation of the following coaches be accepted:

Kelly Starliper Morris, Head Girls' Field Hockey
Cranston High School East
Effective Date: January 14, 2008

Peter Zanfagna, Head Junior Varsity Baseball
Cranston High School East
Effective Date: January 28, 2008

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Michele Giardina, Head Coach Coed Track
Bain Middle School
Effective Date: January 29, 2008

NO. 08-2-8 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified employees be appointed:

Michelle Coutu, Teacher Assistant
Glen Hills School
Effective Date of Employment: January 28, 2008
Authorization: Replacement
Fiscal Note: 12832032 519500

Brittany Sandbergen, After School Instructor
Gladstone School/Bain Middle School

Effective Date of Employment: January 7, 2008

Authorization: Replacement

Fiscal Note: 51719111 511360

Brian New, After School Instructor

Bain Middle School

Effective Date of Employment: January 9, 2008

Authorization: Replacement

Fiscal Note: 53115111 511360

Rachel Bousquet, Teacher Assistant

Park View Middle School

Effective Date of Employment: February 11, 2008

Authorization: New

Fiscal Note: 12332032 519500

NO. 08-2-9 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

SECRETARY

Denise Fonseca

BUS DRIVER

Amanda Caruso

NO. 08-2-10 - RESOLVED, that at the recommendation of the Superintendent, the resignation of the following non-certified personnel be accepted:

**Gia Garzone, Teacher Assistant
Horton School**

NO. 08-2-11 - Whereas, there may be more qualified individuals who will apply for current positions, and

Whereas, certain positions became available after the teacher selection of July 25, 2007, and more senior teachers may elect to occupy these positions under Article XVI of the Collective Bargaining Agreement, and

Whereas, funding for certain positions is not assured for the 2008-2009 school year, and as a result, more senior teachers could elect to take a current position, and

Whereas, positions occupied by retirees must be posted each year, and

Whereas, there may be changes in student distribution, and as a

result, more senior teachers may take a current position, and

Whereas, positions must now be made available for more senior teachers who are scheduled to return from leave, and

Whereas, because of these concerns, and in accordance with Title 16 of the General Laws of the State of Rhode Island, the Superintendent has recommended that the employment of certain teachers be terminated at the end of the 2007-2008 school year, and

Whereas, the Superintendent has sent prior notice to said teachers informing them of the specific reasons for their termination, and

Whereas, the Committee has provided said teachers with the opportunity to be heard in Executive Session regarding their termination,

Be it RESOLVED that said teachers be terminated at the close of the school year under provisions of Title 16 of the General Laws of the State of Rhode island, and

Be it further RESOLVED that the Superintendent notify those teachers of the Committee's action to terminate their employment.

GRANTS

NO. 08-2-12 - RESOLVED, that the Cranston Public Schools submit the following grants:

Donors Choose

Increasing Reading through Sports, Books and Internet \$ 402.00

Magazines

Horton Program

Donors Choose Continued

RTI for Everyone \$ 548.00

Horton Program

Rhode Island State Council on the Arts

Artist in Residence Performance Enriched Projects \$6,000.00

Horton Program

Rhode Island Positive Educational Partnership (RIPEP)

Connecting Families Part I \$5,000.00

Kid Venture, Gladstone Elementary School

Summer Bridge \$5,000.00

Kid Venture, Gladstone Elementary School

BUSINESS

NO. 08-2-13 - RESOLVED, that the 2008-2009 Operating Budget, as recommended by the Superintendent, be approved.

NO. 08-2-14 - RESOLVED, that the following purchases through Grants be approved:

Ice Machine for the Cranston Area Career & Technical Center Culinary

Program in the amount of \$3,320 (Perkins Grant funding).

Number of bids issued 10

Number of bids received 3

POLICY AND PROGRAM

NO. 08-2-15 - RESOLVED, that Policy No. 5113, Student Attendance for Middle and High School, and accompanying regulations be amended for first reading.

No. 08-2-16 - RESOLVED, that Policy No. 4213, Non-Certified Supervisory and Confidential Employee Policy, as amended be approved for second and final reading.

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TABLED RESOLUTION

NO. 08-1-16 – RESOLVED, that the 2008-2009 Capital Budget, as recommended by the Superintendent, be approved.

CAPITAL BUDGET 2008-2009

BOND 04 – 25

Cranston High School West – Sprinklers \$2,400,000

Western Hills Middle School – Sprinklers

BOND 04 – 25

Cranston High School West – Bleachers \$ 150,000

BOND 427/529

Park View – Renovate Library \$ 100,000

Renovate Science Rooms \$1,700,000

Bain / Park View / Western Hills

BOND 04 – 25

**Relocate and renovate four (4) portable \$ 400,000
classrooms; 2 at Woodridge School and 2
at Arlington School**

\$4,750,000

XIII. Action Calendar / Action Agenda

XIV. New Business

XV. Public Hearing on Non-agenda Items

XVI. Announcement of Future Meetings

XVII. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairman in advance.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's web site at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) hours in advance of the meeting.

Notice Posted: February 7, 2008

5113

STUDENTS

ATTENDANCE

STUDENT ATTENDANCE POLICY

Attendance is mandated by Rhode Island General Laws 16-19-1. Regular attendance is absolutely necessary for academic success, as it develops a sense of responsibility, which is indispensable for survival in the workplace.

Policy Adopted: March 20, 1972 CRANSTON PUBLIC SCHOOLS

Policy Amended: July 16, 2007 CRANSTON, RI

Resolution No.: 07-7-21

Policy Amended:

Resolution No.:

STUDENTS 5113(a)

MINIMUM ATTENDANCE EXPECTATIONS

Students in Middle and High School must be in regular attendance for a minimum of 90% of their course work per quarter. Students with excessive (more than five (5) unexcused class absences) will have their term grade reduced by 10 points of their quarterly grade. Students enrolled in minor classes (3 meetings per cycle) will receive a 10 point deduction for more than three (3) unexcused class absences. Students in Middle School in Unified Arts classes will receive a 10 point deduction for more than 3 unexcused class absences.

The following shall not be considered absences and shall not count against students:

- Absence from class due to in-school or out-of-school suspension**

- **Absence from class due to attendance at school-sponsored events**
- **Absence from class due to attendance at scheduled meetings with school personnel**
- **Absences from class due to religious observance**

The following excused absences determined by the regulations of the Truancy Court:

- **Illness confirmed by a Doctor's note within 2 days of return to school**
- **Dental appointments confirmed by a Dentist's note within 2 days of return to school**
- **Family bereavement confirmed with a newspaper obituary or death notice**
- **Legal/court obligations confirmed by a note from the courts**
- **Verifiable college and military appoints, prior permission from the Guidance Department and appointment verification forms are required (High School)**

All notes must be submitted within two days of the student's return to school.

Students that have absences exempted from counting against the 90% minimum requirement are still required to complete and turn in all make-up work missed due to their absence.

ABSENCE, TARDINESS AND DISMISSALS

1. Parents should call the school at 270-8049 for Cranston West, 270-8126 for Cranston East, 270-8030 for Western Hills, 270-8090 for Park View, or 270-8010 for Hugh B. Bain to report a student's absence.

STUDENTS 5113(b)

ABSENCE, TARDINESS AND DISMISSALS (CONTINUED)

2. Students who are absent or suspended will not be allowed to report to school or to attend any school activity during the period of absence or suspension.

3. If a student is absent (unexcused) from a class or classes in excess of five (5) times per quarter, the teacher will lower the student's quarterly grade by ten points.

4. Absences or dismissals by the school nurse are considered excused.

5. Family vacations during school time will not be excused by the School Committee Policy unless previously approved by the school department.

6. Parents wishing to appeal an attendance-related grade reduction should submit a written appeal to the Administration in the following order: Assistant Principal, Principal, Superintendent, and School Committee.

7. Excessive tardiness to school is unacceptable. Students who

accumulate more than three (3) unexcused tardies per semester will receive detention for each subsequent tardy according to school department policy. Should excessive tardiness become a serious or chronic problem, a student may be assigned Alternate Discipline Program, could be suspended out of school, Saturday Detention, or receive social probation. All days tardy beyond the 3 per semester will result in disciplinary consequences unless excused with verifiable documentation (i.e., doctor's note, dental note, legal obligation, etc.). All notes must be submitted on the day the student is tardy or least by the next school day.

A student who arrives late to class more than half way through the class, regardless of the class, will be considered absent from that class.

8. Students with unexcused tardies after 11:00 am are considered absent and are ineligible to participate in athletics or extra curricular activities on that day. Should the tardiness occur on the last day before a weekend, the student will be likewise, ineligible to participate in school related activities or athletics.

9. Personal family appointments, which can be scheduled during non-school hours, will be included in absence and tardy totals.

10. The classroom teacher will assign students who are tardy to class without an acceptable or verifiable reason appropriate disciplinary action. Students who are habitually tardy will be referred to the administration.

11. Students who miss a class period or a whole day of school without permission will be considered truant. All students who are

determined to be truant will be subject to disciplinary action and will receive no credit (zero) for all work missed or due during the truancy.

STUDENTS

5113(c)

ABSENCE, TARDINESS AND DISMISSALS (CONTINUED)

12. Students may be dismissed from school with a parental note, with an acceptable reason. All dismissals will be excused only with verifiable documentation by a doctor, dentist, legal obligation, death, religious observance, etc. These notes from verifiable sources or appointment verification forms must be turned in to the Main Office by the next school day that the student is present.

13. Students dismissed from school are ineligible to participate in athletics or extra curricular activities on that day or the ensuing weekend should it occur on the day before a weekend. Students may be allowed to participate in these situations with administrative approval.

14. For eligibility purposes with respect to extra curricular activities and athletics, students dismissed for medical, dental, legal appointments, etc., must have such dismissal pre-approved by an administrator or designee. Upon the student's return to school from

the appointment, verification documentation must be turned in to the office or to the coach or activity advisor, if school has ended, to be eligible to participate (parental notes will not suffice.) Any student clinically dismissed by the nurse due to illness may not return to school and is ineligible to participate in athletics or school activities.

MAKE UP POLICY

A student absent from school from one (1) to three (3) days will have one (1) class meeting per absence to make up missed work beginning on the initial day they return to school.

For students absent or suspended from school for a period of more than three (3) days, school work may be requested by the parent/guardian. A twenty-four (24) hour notice for such requests is required and will be made available by teachers through the main office. Students suspended from school will be allowed to make up all work as dictated by this policy.

In the event that a student is absent on the day a long-term project/assignment is due, the grade for that assignment will be reduced at the discretion of the teacher. Should the student submit verifiable documentation for the absence (medical, dental note, etc.), the grade reduction may be waived.

Serious long-term illness make-up will be made up at the discretion of

the teacher(s) and guidance counselor.

Any student that makes arrangements with a teacher to make-up work at an arranged time and fails to do so will be assigned a zero (0) for the work in question.

STUDENTS 5113(d)

FINAL EXAMS (HIGH SCHOOL)

A. Final exams are required in every course in grades 9 through 12. The final exam grade for each course will be weighted 15% of the final grade.

B. An exam schedule is published in June. Senior high school students are expected to report for their scheduled final exams and must remain in the exam room for the entire period. Depending on the schedule, students may be dismissed following their exams.

ATTENDANCE POLICY FOR EXAMS (HIGH SCHOOL)

1. Final exams will be administered in all courses. Seniors with a grade point average of 90 or above may be exempt from their final exam in the courses with that average.

2. Should a student be tardy to an exam without an excuse or prior administrative approval, he/she will be admitted to the exam and allowed to take the exam during the remaining time in the exam

period only.

3. If a student is going to be absent from an exam and wishes to be granted the opportunity to take a make-up exam, a parent must contact the administration in writing or by phone (Main Office) prior to the start of the exam.

4. If a student is absent from an exam and the administration has not been contacted in advance, the student will not be given a make-up exam and will receive a grade of zero.

5. Make-up exams will be given at a time to be determined by the teacher.

6. All students must remain in the testing site until the conclusion of the exam period.

Regulations Adopted: March 20, 1972 CRANSTON PUBLIC SCHOOLS

Regulations Revised: August 20, 1990 Cranston, Rhode Island

Regulations Revised: July 16, 2007

Resolution No.: 07-7-21

Regulations Revised:

Resolution No.:

**NON-CERTIFIED SUPERVISORY AND
CONFIDENTIAL EMPLOYEE POLICY**

This document is designed to outline the policies, practices and procedures governing non-certified supervisory and confidential personnel, hereinafter referred to as employees. It is the employee's responsibility to make themselves familiar with the contents of this policy.

This policy is not an express or implied contract of employment. The Cranston School Committee reserves the right to change, modify or delete any provisions of this employee policy in accordance with its by-laws. Either the school department with school committee approval or the employee may terminate the employment relationships at any time with or without notice or cause. The Superintendent subject to the approval of the School Committee has the authority to enter into written agreements regarding the length of employment or grounds for termination.

Probationary Period

All new employees who fall within this job category are required to

serve a probationary period of six months from their date of hire. This is designed to give the employee and supervisor a period of time to determine the potential for continuing employment with the school district.

Work Day

The normal work shift is eight and one-half (8 ½) hours, half an hour of which is an unpaid meal period. The employee is not eligible for overtime. Compensatory time or “Comp Time” programs are prohibited unless authorized by the Chief Operating Officer.

Performance Appraisals

Upon completion of the first year of employment and each year thereafter, the employee’s job performance will be formally evaluated by his\her supervisor. This appraisal will become a part of the permanent personnel record.

Merit Increases

Wage increases will be based upon the merit of the employee’s job performance. A budgeted percentage will be recommended by the Superintendent and will be subject to the approval of the Cranston School Committee.

NON-CERTIFIED PERSONNEL 4213 Cont.d

NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE POLICY CONTINUED

Resignation

If an employee wishes to leave the employ of the school district, a two week notice is required. Resignations should be submitted in writing to his\her supervisor indicating the anticipated termination date.

-Dismissal

Serious violations of school department policy will be cause for immediate discharge. Such violations include, but are not limited to; theft; dishonesty; insubordination; unauthorized absences; misuse of school department equipment; fighting; use or possession of illegal drugs, weapons or alcohol; breach of confidentiality.

Confidentiality

The employee may know or have access to confidential information. An employee is not to discuss confidential information with anyone including and not limited to fellow employees, family, or friends. The

sharing of confidential information between employees as part of their professional responsibilities is exempt from this provision. Any violation of this provision will be grounds for disciplinary action up to and including termination.

Benefits Eligibility

To be eligible for benefits the employee must be employed in a regular full-time position.

Health Insurance

Recognizing the importance of comprehensive health and dental coverage, the Cranston School Department contributes the major portion of the cost of available insurance programs.

For the employee, the difference between the school department's contribution and the total premium cost will be deducted from his\her pay check. If the employee is required to make a premium contribution, he\she will be automatically enrolled in the district's pre-tax premium conversion plan, whereby the contribution is made before the payroll earnings are taxed. If the employee does not wish to have this arrangement, he\she has thirty (30) days to contact The Department of Human Resources. The employee's cost sharing will be set by the School Committee at the beginning of each fiscal year.

NON-CERTIFIED PERSONNEL 4213 Cont.d.

NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE POLICY CONTINUED

COBRA

In compliance with federal law, an employee and their qualified beneficiaries covered under the school district's Group Health and Dental plans may elect to continue their coverage under the plan if their coverage ends due to certain events.

Worker's Compensation

The employee is covered by the school department's worker's compensation insurance. Payment of claim is calculated in accordance with applicable state laws. The employee is required to report an injury sustained on the job immediately to a supervisor. Failure to do so may jeopardize eligibility for the benefit. An incident report form can be obtained from Human Resources.

Group Life Insurance

The Cranston School Department will provide free Group Life

Insurance. The amount of life insurance is based on the schedule of benefits for the Group Life Plan. The employee may purchase additional coverage through payroll deductions.

Pension

The employee is required to participate in The Rhode Island State Employees pension system.

Tax Sheltered Annuity Program

An employee of the district is eligible to participate in one of the school department's several tax sheltered annuity programs.

Vacations, Holidays and Leaves

Employees are entitled to vacations, holidays and leaves as outlined below.

NON-CERTIFIED PERSONNEL 4213 Cont.d

**NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE
POLICY**

Vacations

An employee is entitled to:

Length of Completed Service Vacation Days

1 YEAR	5 DAYS
5 YEARS	10 DAYS
10 YEARS	15 DAYS
20 YEARS	20 DAYS

An employee, after one year of service, will receive one (1) recess period as well as their earned vacation days.

Holidays

An employee is immediately eligible for paid holiday time. The list of holidays will be issued at the beginning of the fiscal year.

Paid Time for Illness

An employee will receive one sick day per month during the first year of employment and, on every anniversary, will receive fifteen days for the coming year. Sick time should be used only for legitimate illness of the employee or a member of the employee's immediate family (spouse, child, mother or father or other family members in the immediate household). Unused sick time will not accumulate. The employee may use up to three (3) sick days per year for personal business. Request for personal days should be scheduled at least

seven (7) days in advance.

The employee will have a seventy-five (75) day long term ill bank which may be accessed after an employee has been out for five (5) consecutive work days or from the day of an inpatient hospitalization.

Any absence due to illness in excess of three (3) consecutive days will require a physician's note which will outline the reason for the illness, next evaluation and/or return date.

Leaves of Absence

The school district offers both paid and unpaid leaves of absence.

NON-CERTIFIED PERSONNEL 4213 Cont.d

NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE POLICY

Bereavement Days

This leave may be granted for a maximum of five (5) calendar days for the death in the immediate family (father, mother, sister, brother, son, daughter, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, or other family members in the immediate household).

In case of death of a grandfather, grandmother, grandson, granddaughter, a leave may be granted for three (3) calendar days.

In the case of death of relatives by marriage or blood relatives not listed above, a leave of the day of the funeral will be granted.

Jury Duty

Should the employee be called to serve on a jury during a scheduled work day, the school district will pay the regular wages for that day and the employee will be required to submit his\her compensation from the court system to the payroll department.

Military Reserve – If an employee is an active military reservist, and is required to serve two weeks active duty during the year, the employee will be eligible to receive the difference between his\her regular weekly pay and any weekly pay received from the Reserves. The employee will be required to produce a statement of earnings to the payroll department.

The employee may also qualify for the following unpaid leaves:

Military Duty – If the employee enlists or is drafted into any branch of the U.S. Armed Forces, the employee may return to the district without intervening employment or beyond the maximum limit

prescribed by state or federal law.

Medical Leave – After completion of the employee's probationary period, an unpaid medical leave may be granted up to one (1) year. A physician's certificate must be submitted with the request for leave to Human Resources.

THIS POLICY APPLIES TO ALL EMPLOYEES HIRED AFTER 7/1/07.

Policy Adopted: August 20, 2007

Resolution No. 07-8-35

Policy Amended: CRANSTON PUBLIC SCHOOLS

Resolution No.: Cranston, Rhode Island